

## GETTING STARTED

OWA enables you to check your e-mail from a home computer. To get started you must have a certificate and personal security password. Also, the computer you plan to use should have Internet Explorer 5.0, or later, installed.

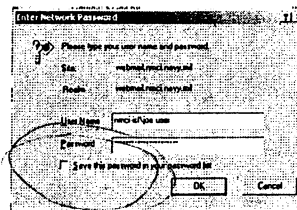
Note: Although other browsers will work, certain OWA features and functions are only available with Internet Explorer 5.0 or later. Using the recommended browser enables you to properly perform all desired tasks.

1. Double-click the **Internet Explorer** icon.
2. Select **Tools**. Then select **Internet Options**.
3. Click on the **Content** tab.
4. Click the **Certificates** button. The Certificates window displays.
5. Click the **Import** button. The **Certificate Import Wizard** is activated. At this point you should make sure that your 3-½ inch floppy disk is loaded in your computer.
6. Click **Next**.
7. Do one of the following:
  - u Either type the file name of your PKI certificate; or,
  - u Click the **Browse** button to locate the file on your 3-½ inch floppy disk. Your PKI certificate should be the **ONLY** file on this disk. Highlight the file and click **Open**.
8. Click **Next**.
9. Enter your **Personal Security Password**. This is the password you created when you downloaded your certificate onto your floppy disk.
10. Click on the first box to ensure that there is a check beside **"Enable strong private key protection"**. You will be prompted every time the private key is used by an application if you enable this option."
11. Click **Next**.
12. By default, the wizard will select the radio button next to **"Automatically select the certificate store based on the type of certificate."** Keep this default.

13. Click **Next**. The next window displays the settings that you have specified for your certificate.
14. Click the **Finish** button. The **"Importing a new private exchange key!"** window will appear.
15. Click the **Set Security Level** button. Then click the **High** radio button.
16. Click **Next** to continue.
17. Click **OK**. When you receive the message, **"The import was successful"**, you will see your certificate information in the **Certificates** window. You have successfully imported your PKI certificate into your Internet browser.
18. Click the **Close** button and the **Cancel** button to exit the **Internet Options** menu.

## LOGGING INTO OWA

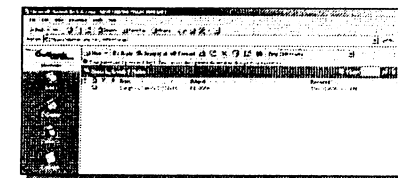
1. Double-click on the Internet Explorer icon on your desktop.  
Internet Explorer launches and displays your default home page.
2. Click in the **Address** field of the browser.
3. Delete the address in the Address field.
4. Type the following address in the **Address** field. (Be sure to type the address exactly as it appears.)  
<https://webmail.nmci.navy.mil>
5. Click on the **Go** button or press the **Enter** key on your keyboard. Once the site is reached, the Enter Network Password dialog displays.



6. Click in the **User Name** field. Type your domain (**nadsusea**) backslash and your NMCI user name. For example, Joe User's user name is joe.user and his domain is **nadsusea**. Therefore, Joe must enter the following in the User Name field: **nadsusea\joe.user**
7. Click in the **Password** field and type your NMCI password.

**Important:** Do *not* click on the **Save this password in your password list** checkbox. This checkbox should be left unchecked to keep other users from accessing your mailbox.

8. Click on the **OK** button.
9. Wait while you are connected to the mail server. Once connected, the main OWA window displays.




You may now perform the tasks in this guide.

## LOGGING OUT OF OWA

1. Select **File** from the Internet Explorer menu bar. The **File** menu appears.
2. Select **Close**. The Outlook Web Access window closes.

**Important:** If you have more than one Internet Explorer window open, **you must close all of the Internet Explorer windows** to securely log out of Outlook Web Access.

## OPENING A MESSAGE

1. Log in to OWA. Your Inbox displays unopened messages in a bold font.
2. Double-click on a message to read it. The message displays in a new window.
3. Read the message. When you have finished, click on the **Close** button  to close the window.
4. Repeat steps 2 through 3 to read additional messages.

Continued



## CREATING A NEW MESSAGE

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1. Log into OWA.
2. Click on the **down arrow** on the New button (shown in the following picture). A drop-down menu appears.
3. Select **Message** from the drop-down menu. A new message window appears.
4. Click in the **To...** field and enter the display name or the e-mail address of the individual(s) you want to receive the message.

Note: The display name is the name that displays when an individual sends electronic mail from his/her NMCI mail account. The display name format is typically last name, first name.

If you do not know an individual's display name or e-mail address, you can search the Global Address List by following the instructions in the section titled *Searching for Names/E-mail Addresses* in the Outlook Web Access User's Guide.

5. Click in the **Subject:** field. Type a few words to describe the topic being discussed in the message.
6. Click in the **bottom portion** of the message window (shown below). Type the message.
7. Click on the **Send** button. The message is sent to the individual(s) you specified.

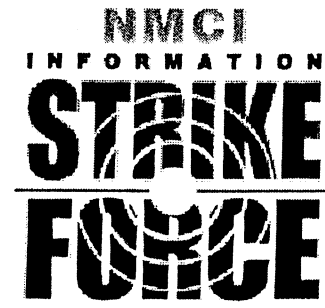
## REPLYING TO A MESSAGE

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1. Locate the message you want to reply to.
2. Double-click on the **message** to open it. The message appears in a new window.
3. You can perform one of two actions: You can click on the **Reply** button to reply *only* to the individual(s) in the **To...** field. Or, you can click on the **Reply to All** button to reply to the individual(s) in the **To...** field and the **Cc...** field.

A new message window appears with the recipient name(s) in the **To:** and the applicable field(s). Also, the **Subject:** is automatically included.

4. Click in the **lower portion** of the message window and type the message.
5. Click on the **Send** button. The message is sent to the individual(s) you specified.



## Outlook Web Access Quick Reference

*(Internet Explorer 5 Edition)*

Unclassified Version 1.3

NMCI.60059.01.U+3  
Domain: nadsusea

View the Outlook Web Access User's Guide at  
<http://www.nmci-isf.com/transition.htm#Outlook>

2. Right-click on the **red T**. A pop-up menu displays.
3. Select **Login Certificate** from the menu. The **PERMIT/Client Login** window displays.
4. Click in the **Password** field and type your **Personal Security Password**.
5. Click on the **OK** button. A status message displays. Then another status message displays
6. **Wait** until the red T turns green and a black box (with a padlock) displays around the green T. Also a second set of computer icons appear near the time display.



**Important Note:** It is important that you do **not** try to access any network applications, folders or drives until the second set of computer icons appear near the time display.

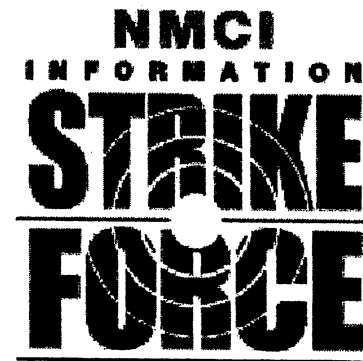
Once the second set of computer icons displays, you may perform the same tasks you perform when you use your site's local area network (LAN) connection.

#### **DISCONNECTING YOUR RAS CONNECTION**

1. Close all windows (i.e. Outlook, browser windows, etc.) that are using the RAS connection.
2. Locate the **Network Call Status** button on the taskbar.



3. Click on the **Network Call Status** button. The Network Call Status window displays.
4. Click on the **Disconnect** button. One set of computer icons disappears.
5. Click on the **Cancel** button to close the Network Call Status window.
6. Next you must log out of the PERMIT/Client. To do so, right-click on the **green T** icon. The PERMIT/Client menu displays.
7. Select **Logoff Certificate**. You are logged out of the PERMIT/Client.



## **Remote Access Service Quick Reference**

***Unclassified***

**Version 1.6**

View a full version of the RAS User's Guide at

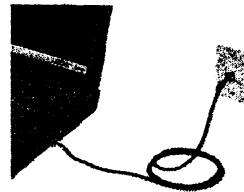
<http://www.nmci-isf.com/transition.htm#RAS>

## INTRODUCTION

Once the Remote Access Service (RAS) is configured on your laptop, you can connect to the NMCI network while working away from your assigned site. Follow the steps below to begin.

### STEP 1: CONNECT YOUR LAPTOP TO A TELEPHONE LINE

Connect one end of the telephone cable to the modem connector on the side of your laptop. Connect the other end of the cable to an analog telephone wall jack, as illustrated in the following picture.



### STEP 2: LOG INTO YOUR LAPTOP

1. Turn on your laptop. When prompted, press the Ctl + Alt + Delete keys on your keyboard. The US Department of Defense Warning Statement window appears.
2. Click on the OK button. The Logon Information window appears.
3. Type your user name in the User Name field.
4. Type your password in the Password field.
5. Verify that your assigned domain is selected in the Log on to: field.
6. Click on the OK button. (If a loss of profile message appears, click on the OK button to close the message box.)

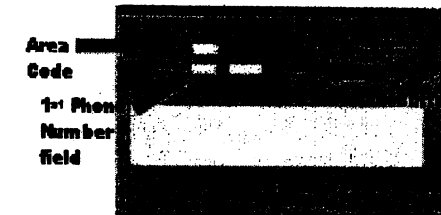
### STEP 3: LOCATE AN ACCESS NUMBER

1. Locate the PaL icon on your desktop.



2. Double-click on the PaL icon. The PaL Splash window displays. Then the main PaL window opens.
3. Click on the Phone Book button. Either the Number Search window or the Name Search window displays.

If the Number Search window (shown below) displays, proceed to step 4.



If the Name Search window displays, click on the Number Search button. The Number Search window displays. Proceed to step 4.

4. Click in the Area Code field noted in the above picture. Type the Area Code of the telephone number you are calling from.
5. Click in the first Phone Number field noted in the above picture. Type the first 3 digits of the telephone number you are calling from.
6. Click on the Search button noted in the above picture. A list of local/toll free access numbers displays.
7. Click on a number to select it.
8. Click on the OK button. The Prefix/Suffix window appears.

### STEP 4: ENTER PREFIX INFORMATION

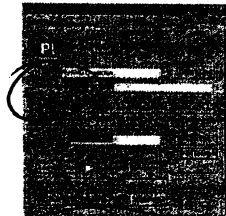
1. Does the location you are calling from require you to dial 9, 99 or any other prefix to access an outside line?  
If NO, click on the OK button to close the Prefix/Suffix window and proceed to the next section. If YES, click in the Dialing Prefix field. Type the prefix you must dial for an outside line.
2. Click on the OK button. The Prefix/Suffix window closes.

### STEP 5: SAVE THE ACCESS NUMBER

1. Click on the Save As Fav. button. The Save Call Setup window displays.
2. Click in the Enter a name for this setup: field.
3. Type a name that will help you identify the local access number you just selected.
4. Click on the OK button. The Save Call Setup window closes.  
The main PaL window should still be opened.

### STEP 6: USE PAL TO CONNECT TO THE NETWORK

1. Verify that the desired Favorite displays in the Phone number field. (If the desired Favorite is displayed, proceed to the next step. If the desired Favorite is not displayed, click on the Show Favorites button and select the desired Favorite.



2. Click in the Host Password field. Type the RAS password the Help Desk gave you.
3. Click on the Connect button. A set of computer icons appears in the lower right corner of your desktop area near the time display.
5. Proceed to the next section. (Do not attempt to access your network applications, folders or drives at this point.)

### STEP 7: LOG INTO THE PERMIT/CLIENT

1. Locate the red T in the lower right corner of your desktop. (The red T is near the time display.)

Continued

